



STATE OF CALIFORNIA  
Department of Forestry and Fire Protection  
EXAMINATION ANNOUNCEMENT  
FORESTRY EQUIPMENT MANAGER I  
OPEN – NONPROMOTIONAL



CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.  
6873-QM80 7FS05

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

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| DEPARTMENTAL FOR                               | Department of Forestry and Fire Protection  |
| POSITIONS EXIST                                | Statewide   |
| WHO SHOULD APPLY                               | Applicants who meet the minimum qualifications. This is an open-nonpromotional examination. Applications will NOT be accepted on a promotional basis.   |
| HOW TO APPLY                                   | Examination Application STD. 678 must be filed with the Department of Forestry and Fire Protection by mail to P.O. Box 944246, Sacramento, California 94244-2460, attention Examination Unit, or in person at 1300 U Street, Sacramento, California.  |
| FINAL FILING DATE                              | Applications must be postmarked no later than <b>June 28, 2007</b> . Applications postmarked after the final filing date will not be accepted for any reason.   |
| EXAMINATION DATES                              | Qualifications Appraisal Interview: It is anticipated that interviews will be held during <b>August/September 2007</b> .  |
| SALARY RANGE                                   | \$4713 - \$5729   |
| SPECIAL TESTING ARRANGEMENTS                   | If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.   |
| ELIGIBLE LIST INFORMATION                      | A departmental eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.  |
| REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION | <p>All applicants must meet the education and/or experience requirements for this examination by <b>June 28, 2007</b>, the final filing date.</p> <p><b>NOTE:</b> Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p> <p>All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.</p> <p>Pursuant to Government Code 18935(b), candidates with <u>permanent</u> status at the Forestry Equipment Manager I level or above, may not be eligible to apply for this examination.</p> |
| MINIMUM QUALIFICATIONS                         | Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as " <b>Either</b> " I, " <b>Or</b> " II, " <b>Or</b> " III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.   |

(Continued on reverse side)

**Forestry Equipment Manager I**  
**(Cont'd.)**

**MINIMUM  
QUALIFICATIONS**  
**Cont'd.**

**“Either” I**

Two years of experience in the California state service performing the duties of a Heavy Equipment Mechanic.

**“Or” II**

Five years of experience as a journeyman mechanic, at least two years of which shall have been spent in full-time major repair and construction of gasoline- and diesel-powered mobile equipment. (Experience in the California state service applied toward this requirement must include at least two years in a class comparable to Heavy Equipment Mechanic.)

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**POSITION DESCRIPTION**

Under general supervision of the Forestry Equipment Manager II, incumbents supervise and direct the work of a small group of employees engaged in repair and maintenance of mobile equipment in an assigned unit; may assist or perform the more difficult work; inspects equipment for conformance to maintenance standards; investigates accidents for mechanical deficiencies; prepares and conducts ongoing training in equipment operation, maintenance, and repair; keeps required records and makes reports on performance, condition, and repair of assigned equipment; works with private vendors on equipment repair and construction.

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**EXAMINATION  
INFORMATION**

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

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**QUALIFICATIONS  
APPRAISAL INTERVIEW**  
**(Weighted 100%)**

Scope:

A. Knowledge of:

1. Methods, tools, materials, and equipment used in the maintenance, adjustment, repair, design, and construction of mobile and other related equipment.
2. Preventive maintenance programs to provide technical expertise in the areas of inspection, repair, and maintenance of mobile and other related equipment.
3. Industry recognized flat-rate labor repair time estimates for vehicle repairs to determine repair methods, and calculate repair costs.
4. Available training methods and resources to develop and provide effective instruction.
5. Supervisory roles and responsibilities to promote equal opportunity in hiring, development, and promotion of employees to maintain a work environment free of discrimination and harassment.
6. Supervisory roles and responsibilities to define employee rights under the Ralph C. Dills Act (California Government Code 3512 - 3524).
7. Applicable laws and regulations pertaining to fleet operations and management.
8. North American Standard Out-of-Service Criteria (OOSC) for commercial vehicles to effect a safe vehicle operation and maintenance program.
9. Extralegal vehicle transportation requirements, routing restrictions, highway closures, and permit application processes to comply with state and local government laws and regulations.
10. Applicable laws and regulations with regard to employee and workplace safety/protection.
11. Applicable laws and regulations with regard to emissions, collection, storage, and waste disposal procedures.
12. Management practices and organizational techniques to provide effective leadership to maximize employee and program efficiency.
13. Budget and purchasing practices in order to track and forecast expenditures and maintain budget controls within allotted guidelines to meet operational needs.
14. Principles and techniques of effective supervision, employee assistance programs, hiring practices, disciplinary actions, and employee evaluations to ensure program accountability.
15. Care, maintenance, application, and replacement of personal protective equipment.
16. Communications skills at a level to maximize employee and program efficiency and to promote positive interpersonal and public relations.
17. California Driver License Program and Federal Bi-Annual Inspection of Terminals (BIT) program to ensure vehicle/drivers safety and accurate records to effectively meet state and federal compliance standards.

**(Continue on next page)**

**Forestry Equipment Manager I**  
**(Cont'd.)**

**QUALIFICATIONS**

**APPRAISAL INTERVIEW**

**(Weighted 100%)**

**Cont'd**

- B. Skill to:
1. Communicate effectively for the purpose of information exchange with employees, management, and others.
  2. Lead and supervise the work of others in order to plan, organize, direct, control, and evaluate employee performance to ensure safe and cost effective completion of assignments.
  3. Follow oral and written instructions.
  4. Identify potential personnel problems that may impact work performance and present solutions.
  5. Analyze situations accurately and take effective appropriate action in emergency and non-emergency situations.
  6. Implement industry standards, civil, State, and Federal regulations to provide a safe and healthy work environment.
  7. Read and interpret reference manuals, training materials, policies, procedures, reports, and correspondence.
  8. Create, formulate, develop, and deliver oral and written presentations at a level to ensure effective communications.
  9. Identify and arbitrate conflicts to prevent disruption and escalation.
  10. Perform effectively in a team environment contributing to a collaborative effort for problem solving and decision making.
  11. Interpret and determine the cause and condition of vehicles subject to accidents, premature mechanical failure, and/or operator negligence using analytical and critical thinking skills.
- C. Ability to:
1. Inspect, evaluate, test, maintain, adjust, and repair mobile and other related equipment.
  2. Direct the work of others in the inspection and evaluation of testing, maintenance, adjustment, and repair of mobile and other related equipment.
  3. Direct, design, and/or construct mobile and other related equipment.
  4. Assure effective working relationships by encouraging and building mutual trust, respect, and cooperation among employees.
  5. Calculate and estimate the cost of repairs and design for mobile and other related equipment.
  6. Effectively requisition automotive repair parts and other supplies.
  7. Maintain an inventory of automotive repair parts
  8. Maintain records and prepare other related reports.
  9. Identify complex problems, review and evaluate related information to develop options, implement solutions, formulate alternatives, and take effective action.
  10. Recognize supervisory roles and responsibilities defined under the Ralph C. Dills Act (California Government Code 3512 – 3524).
  11. Effectively promote equal opportunity in the hiring, development, and promotion of employees to maintain a work environment free of discrimination and harassment.
  12. Competently manage multiple assignments to meet job demands of varying complexities with similar deadlines.
  13. Establish goals and objectives, set priorities, consider resources, and delegate assignments.
  14. Read, comprehend, write, verbally communicate, and understand the English language to exchange information and accomplish daily activities.
  15. Work independently, make sound decisions, and take appropriate action with little or no direction.

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**SPECIAL PERSONAL  
CHARACTERISTICS**

Willingness to work irregular hours and to travel throughout the State.

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**ADDITIONAL  
DESIRABLE  
QUALIFICATIONS**

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles.

**(Continued on reverse side)**

**Forestry Equipment Manager I**  
**(Cont'd.)**

**VETERANS'**  
**PREFERENCE CREDITS**

Veterans' preference credits will be added to the final score for all competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' PREFERENCE CREDITS.**

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**CAREER CREDITS**

Three career credits will be added to the final score of all competitors in this examination who qualify for the credits and attain a passing mark on the examination. (See "General Information" on this bulletin for information regarding career credits.)

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**CONFIDENTIALITY AND**  
**SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

## GENERAL INFORMATION

**For an examination** without a written feature it is the candidate's responsibility to contact the Examination Unit of the Department of Forestry and Fire Protection, (916) 445-7824, three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of written examination or oral interview fails to reach him/her prior to the day of the written test or interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department, and the Department of Forestry and Fire Protection.

**If you meet the requirements**, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of Forestry and Fire Protection** reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Riverside. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged onto the appropriate lists in order of final test scores (except as modified by veterans' preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board in Sacramento.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans' Preference Credits:** California law allows granting of veterans' preference credits in open entrance examinations and open-nonpromotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open-nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference credits are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**Career Credits:** In open-nonpromotional examinations, career credits are granted to: 1) state employees with permanent civil service status, 2) full-time employees of the state who are exempt from state civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination Application form STD. 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, California.)

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)

STS is Speech-to-Speech Service for persons with a speech disability and is reachable at

1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)